
Formal One Month Notice Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally announce my resignation from [Your Position] at [Company's Name], effective one month from this date, which will be [Your Last Working Day].

During my tenure here, I have been privileged to contribute to our team's advancements and successes. I am dedicated to ensuring a smooth transition and am available to aid in any capacity that would be helpful during this time.

Thank you for the opportunities I have been given. I appreciate your understanding of my decision.

Sincerely,

[Your Name]